

2.8. FALL CONFERENCE

2.8.1. TERM: One year (appointed by President)

2.8.2. PURPOSE: The committee will promote professional growth through an annual conference produced by and for librarians and media specialists.

2.8.3. DATE AND LOCATION: The date and location for the fall conference will be chosen two (2) years in advance in cooperation with the Kentucky Library Association and all conferences will be held as joint conferences.

2.8.4. EXPENSES:

2.8.4.1. Vouchers must be completed, signed, and submitted to the treasurer by the coordinator before bills can be paid.

2.8.4.2. Receipts or invoices must accompany all vouchers; however, receipts for mileage expenses are not necessary.

2.8.4.3. Any expenses incurred while in office must be submitted for payment at least 10 days prior to the fall KLA meeting. This will enable treasurer to pay all bills and prepare the books for audit.

2.8.4.3.1. If this deadline cannot be met, a written explanation should accompany a completed and signed voucher and should be submitted to the treasurer prior to the fall KLA/KSMA joint conference.

2.8.4.3.2. Invoices/receipts should be submitted as soon as possible.

2.8.4.4. Travel expenses for members of the Board of Directors and appointees attending KSMA Board of Directors' meetings are allowed at the rate of KLA mileage rate per car for meetings not held in conjunction with conferences or regular annual meetings such as the fall KLA/KSMA joint conference. If the meeting is held 100 or more miles from a member's home, \$50.00 per night lodging expense is allowed.

2.8.5. COMPOSITION:

2.8.5.1. Fall Conference Coordinator:

2.8.5.1.1. To appoint the Chairs for all the sub-committees

2.8.5.1.2. To secure a speaker for the meal function, including a contract for the speaker's fee and travel expenses, and to make travel arrangements and room accommodations

2.8.5.1.3. To arrange with the publisher for the author's books to be sold at the workshop *Author Gallery position*

2.8.5.1.4. To plan the meal function, including selecting a menu and acting as Master of Ceremonies. A moment of silence will replace a prayer at the beginning of the meal.

2.8.5.1.5. To work with and coordinate all the sub-committees

2.8.5.1.6. Compile information for conference program

2.8.5.1.7. An annual written report, in triplicate, for the Coordinator and Sub-Committee Chairs is to be prepared and presented to the Board of Directors at the last KSMA Board of Directors' meeting (KLA/KSMA Fall Conference).

2.8.5.2. Exhibits and Sales Sub-Committee Chair:

2.8.5.2.1. The coordinator will work with and coordinate this sub-committee

2.8.5.2.2. To obtain contracts with exhibitors who would be of interest to the conference participants **CHECK on this**

2.8.5.2.3. To solicit items for door prizes

2.8.5.2.4. To solicit donations for the Author Gallery exhibitors' party

2.8.5.2.10. To submit invoices and receipts to the coordinator at least monthly

2.8.5.2.11. An annual written report, in triplicate, is to be prepared and presented to the Board of Directors at the last KSMA Board of Directors' meeting (KSMA Fall Conference).

2.8.5.3. Sessions Sub-Committee Chair:

2.8.5.3.1. The coordinator will work with and coordinate this sub-committee.

2.8.5.3.2. To secure session presenters by soliciting ideas from KSMA members.

2.8.5.3.3. To work out session schedule and notify presenters.

2.8.5.3.4. To arrange for any equipment needed for sessions.

2.8.5.3.5. To arrange to have one monitor per session who will introduce session presenters, pass out handouts, keep sessions within time limits, arrange for extra chairs if needed, and handle any problems which may arise during sessions.

2.8.5.3.6. To plan and submit schedule of workshop sessions and present to workshop coordinator

2.8.5.3.7. To submit invoices and receipts to the coordinator at least monthly

2.8.5.3.8. An annual written report, in triplicate, is to be prepared and presented to the Board of Directors at the last KSMA Board of Directors' meeting.

Revised August 2002